

NEW YORK STATE DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION

**TRANSFERS TO OOSI CASELOAD
WORKSHEET**

CASE NAME: _____ ALIAS: _____

NYSID: _____ ME DATE: _____

CURRENT LOCATION: _____

DIN: _____ PROJECTED RELEASE DATE: _____

CRIME(S) OF (NEW) CONVICTION: _____

COURT/DOCKET #/ADDRESS: _____

VORR/SVORR COVERING CURRENT/NEW CONVICTION DATED: _____

WARRANT LODGED DATE: _____ DD DATED: _____

- Subject must owe at least ONE YEAR of supervision from the date of transfer AND must owe at least 12 Months of incarceration in the holding authority
- Forward a copy of Commitment/Judgment from Sentencing Court
- Remember to update custody status on CMS
- Make sure Warrant lodged location is updated on VIOLATORS
- Cancel any Wanted notices
- Folder should be in Accreditation order

STAPLE THIS WORKSHEET TO FOLDER AND MAIL (AND FITS) TO NEW YORK STATE DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION, INTERSTATE BUREAU, 845 CENTRAL AVENUE - EAST 2, ALBANY, NEW YORK 12206. UPON CASE REVIEW, INTERSTATE WILL SOURCE CASE TO OSSI. CALL 518-457-7566 IF YOU HAVE QUESTIONS.